



NEWSLETTER

Bringing personnel news to our City workforce.

Jeremy Harris, Mayor
City & County of Honolulu

December 2004, No. 04-3

Cheryl K. Okuma-Sepe, Director
Department of Human Resources

City's Outstanding Employees Honored

The *Mayor's Outstanding Employees Program* was held on Tuesday, November 9, 2004 in the Mission Memorial Auditorium next to City Hall. On behalf of our City workforce, we congratulate all honorees! Special recognition was given to Metropolitan Police Captain, Paul Epstein and Civil Engineer Lyann Okada. (The following is taken from the program.)

2004 CITY MANAGER OF THE YEAR

Paul S. Epstein
Honolulu Police Department

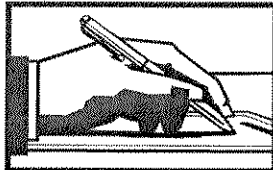
Captain Paul Epstein is the Honolulu Police Department's Civil Defense Coordinator and representative for the City's Emergency Operations Center for natural disasters. He is responsible for coordinating all departmental civil defense activities with federal, state, and city agencies; responding to all natural and man-made disasters in the City and County of Honolulu; and keeping departmental personnel at a level of readiness to respond to these emergencies.

His leadership skills were demonstrated when he developed and implemented programs that have improved service to the public by ensuring that police officers are properly trained in homeland security. Captain Epstein is also responsible for training all patrol officers in hazardous materials awareness and in recognizing and responding to terrorist attacks involving chemical, biological, radiological, nuclear, and explosive materials. He trains an average of 1,260 patrol officers each year. In addition, he coordinates and is the department's liaison for external terrorism and weapons of mass destruction training. As a result, Captain Epstein is in contact with various homeland security training centers across the nation.

The threat of terrorism has changed America and has redefined the roles of the police. The Honolulu Police Department must be properly trained to prevent, mitigate, respond to, and recover from a terrorist attack. By properly training first responders, and partnering with federal, state, local, and private industry, the City and County of Honolulu is much better prepared to protect our citizens and visitors.

While fulfilling all of his professional duties, in his spare time, he still works with persons with mental retardation. The community is a safer and better place due to his efforts. Captain Epstein is very deserving of this recognition.

Donate Your Excess Vacation Leave



If you have 90+ days of vacation leave credits and cannot use your excess vacation leave credits by Friday, December 31, 2004, you may donate the excess to an employee in the City's Leave Sharing Program or the City's Leave Share Bank. Employees with forfeitable vacation leaves must submit their donations by December 6, 2004.

For further information contact your department personnel officer. ■

2004 CITY EMPLOYEE OF THE YEAR

Lyann L.M. Okada
Board of Water Supply

The Geographical Information System (GIS) application is now more accessible and user-friendly for the Board of Water Supply (BWS) and City workers because of the vision and determination of Lyann Okada, an outstanding nominee for City Employee of the Year.

She envisioned and tenaciously pursued the creation of a high-quality, web-based asset management system that combines and accesses GIS maps, customer data, and construction projects information using graphics links, in an easy-to-use format. Lyann became proficient in the knowledge and skills to make this innovation a reality, yet continued to maintain excellent performance review ratings.

As HONU (Honolulu Online Utilities) project manager, Lyann administered a large consultant contract and built trustworthy relationships with its future users, soliciting their ideas and feedback as the project progressed. Four-and-a-half years later, HONU was successfully launched and Lyann enthusiastically trained nearly the entire department in its use. The result is higher productivity and improved customer service.

The creation of the nationally recognized and award-winning program and its flourishing use is a testament to Lyann's impressive foresight, perseverance, and conscientiousness. Those fortunate to work with her respect her professionalism and expertise. With Lyann spearheading its growth and development to meet future needs, HONU is destined to be an even greater achievement. She is an asset to the organization and deserving of this award.



Mahalo to Firehouse

Mahalo to the musical group, *Firehouse* who provided the entertainment at the 2004 Mayor's Outstanding Employees Program. *Firehouse* is comprised of employees from the Honolulu Fire Department.

Special thanks to the 2004 Selection Committee!

A committee of private citizens selected the 2004 City Employee of the Year and Manager of the Year. Thank you to this year's members. They were:

Wendy Abe

*Vice President of Strategic Development
Hawaii Blood Bank*

Coralie Matayoshi

Chief Executive Officer, Hawaii Red Cross

Roger Godfrey

President, Times Super Market

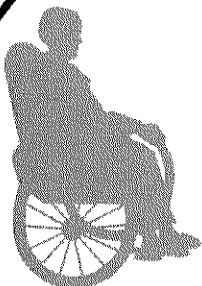
Year 2005 Holiday Schedule

DATE OBSERVED	HOLIDAY
December 31, 2004, Friday	New Year's Day (First day in January)
January 17, Monday	Dr. Martin Luther King, Jr. Day (Third Monday in January)
February 21, Monday	President's Day (Third Monday in February)
March 25, Friday*	Prince Jonah Kuhio Kalanianaʻole Day (26 th day of March)
March 25, Friday *	Good Friday (Friday preceding Easter Sunday)
May 30, Monday	Memorial Day (Last Monday in May)
June 10, Friday	King Kamehameha I Day (11th day in June)
July 4, Monday	Independence Day (Fourth day of July)
August 19, Friday	Statehood Day (Third Friday in August)
September 5, Monday	Labor Day (First Monday in September)
November 11, Friday	Veterans' Day (11th day in November)
November 24, Thursday	Thanksgiving Day (Fourth Thursday in November)
December 26, Monday	Christmas Day (25th day in December)

***Refer to your collective bargaining agreement or memorandum of agreement for observance of two holidays occurring on the same day.**

The holiday dates observed above are for employees who work on a Monday thru Friday schedule. Employees with other schedules should check with their supervisors for the appropriate day on which their holiday is observed.

Family Caregiving:



If you are caring for a family member or friend at home, you know that ensuring a safe environment and providing even the most basic care can be overwhelming. Now you can learn information to help you provide the best possible care by attending *Family Caregiving*, a new program from the American Red Cross.

The *Family Caregiving* program is a flexible program made up of nine one-hour modules, and lets you pick the sessions you want to attend. Each module "stands alone" so there are no prerequisite requirements. All modules include a user-friendly booklet.

This is a brown-bag lunchtime program and employees are expected to attend on their own time. No registration is required – first come, first seated. The Departments of Community Services and Human Resources sponsor this program and Lorraine Fay and Penny Chu lead the sessions.



Modules and dates:

- Home Safety, January 7, 2005
- General Caregiving Skills, January 14
- Positioning & Helping your Loved One Move, January 21
- Assisting With Personal Care, January 28
- Healthy Eating, February 4
- Caring for the Caregiver, February 11
- Legal & Financial Issues, February 18
- Caring for a Loved One with Alzheimer's Disease or Dementia, February 25
- Caring for a Loved One with HIV/AIDS, March 4

Time: 11:45 a.m. to 12:45 p.m.

Location: Kapolei Hale, 3rd Floor Employees Lounge

For more information, please contact Lorraine Fay, 592-8628 lfay@honolulu.gov, or Penny Chu, 523-4308 pchu@honolulu.gov.